

EMPLOYEE BENEFITS ADMINISTRATION

DEFINITION

To administer and coordinate a comprehensive program of employee benefits and services; to participate in special project and research activities related to general Personnel Department operations; and to perform other related work as required.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Personnel and Employee Relations Director.

Responsibilities may require the direct and indirect supervision of professional, technical and clerical personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Administers and coordinates all phases of the City's Workers' Compensation Program; maintains close contact with and monitors the activity of third party claims administrators and attorneys representing the City; follows up as necessary with medical care providers to insure accurate and timely reports on the condition of injured workers; provides information and advice to injured workers and their representatives; coordinates the placement of injured workers in light duty assignments and recommends the approval of compromise and release settlements.
2. Coordinates safety programs activities of City departments; analyzes safety and accident records and prepares appropriate statistical reports; arranges for periodic safety inspections of City premises and facilities, and initiates necessary follow-up activity as required.
3. Recommends and implements employee wellness programs including but not limited to smoking cessation, exercise and fitness programs, weight reduction and the Employee Assistance Program; evaluates the effectiveness and cost of such programs and also outside contractors engaged to provide the services.

EXAMPLES OF DUTIES (continued)

4. Administers employee health benefits programs including but not limited to medical, dental, vision, life insurance and long term disability programs; monitors the activities of insurers and/or third party administrators to ensure the timely provision of benefits to employees; evaluates costs of programs and makes recommendations for changes in coverage and benefit providers as required; develops and implements benefits plan enrollment procedures and supervises the dissemination of benefit plan information to employees.
5. Provides local administration required for the Public Employees' Retirement System (PERS) program and State Unemployment Insurance Program; counsels employees and supervisors on entitlement to availability of benefits; coordinates all phases of Disability Retirement applications filed by employees including procurement of necessary medical and legal reports and formulation of recommendations to the Personnel Director and City Manager; ensures proper coordination of retirement activity with related workers' compensation claims; monitors and evaluates the services of Third-Party Administrator for unemployment insurance claims processing and provides necessary evidence and testimony in defense of claims as required.
6. Prepares the annual budget for the workers' compensation/employee benefits accounts; monitors revenues and expenditures and provides periodic reports to the Personnel & Employee Relations Director as required.
7. Periodically reviews all employee insurance and benefit programs to determine if more economical alternatives exist, and makes recommendations for changes as appropriate.
8. Prepares State of California claim for payment of mandated costs under Section 2231 of the Revenue and Taxation code for the Workers' Compensation and Unemployment Insurance Programs.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Knowledge of State of California Labor Code and Government Code sections related to worker' compensation, industrial safety, unemployment benefits and PERS law.
 - B. Knowledge of Budget preparation and loss/liability forecasting.
- Knowledge, Abilities, and Skills (continued)**
- C. Knowledge of Modern office practices and procedures with an emphasis upon data processing and microcomputer spreadsheet programs.

- D. Ability to interpret and effectively apply regulations as they pertain to workers' compensation, industrial safety and all other employee benefit programs within the scope of responsibility, and to do so in a manner that balances the needs of the organization and the employees.
- E. Ability to supervise, train and evaluate subordinates.
- F. Ability to establish and maintain effective working relationships with employees, supervisors, and the general public and purveyors of medical, legal and administration services.
- G. Ability to develop rapport and trust with others and to effectively mediate and resolve conflict situations.
- H. Ability to collect and organize data, calculate statistics and use microcomputer programs in the course of preparing such analyses.
- I. Ability to communicate clearly and concisely both orally and in writing.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience in the administration of a comprehensive workers' compensation and employee benefits program.

Education:

Equivalent to a Bachelors Degree from an accredited college or university with major coursework in business administration or public administration or a closely related field.

PROBATIONARY PERIOD: One year

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July 1987

City of Hayward
Employee Benefits Administrator
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AAP GROUP:4

FPPC STATUS: Designated

FLSA STATUS: Exempt